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WAR DEPARTMENT  
Military Intelligence Service  
Washington

337.

File  
(Document)

14 December 1944.

MEMORANDUM FOR ALL CONCERNED:

Subject: Document Conference.

1. A Japanese Document Conference will convene in Washington, D. C. on 28 December 1944. Representatives will attend from: War Department General Staff, MIS, U. S. Navy, AAF, ACP, ASF, War Office, Pacific MIRS, MISLS, MITC, India-Burma Command, China Command, Pacific Ocean Area, Southwest Pacific Area, Southwest Asia Command.

2. The following have been appointed to the positions indicated by the Director of Intelligence, MIS:

Conference Chairman:

Colonel J. R. Lovell

Executive Chairman:

Major George W. Roberts

Secretary:

Captain N. C. Floyd

3. Contemplated procedure in preparation for the conference is as follows:

a. Acting committee chairmen with personnel available in Washington will be formed into temporary committees and will assemble the necessary data and prepare a report in final form which is to be submitted to regular committee appointed by the conference. The temporary committee will de facto become a part of the corresponding regular committee of the conference.

b. The reports of the temporary committees will be coordinated and reviewed by the personnel listed in Paragraph 2. above. For this purpose, the reports (and charts in rough form) of the temporary committees must be submitted by 1700, 24 December 1944 to Room 2D777.

c. After the reports have been coordinated and reviewed, they will be reproduced by the Conference Secretary and the charts will be prepared in final form by the MIS.

4. Temporary committees will make use of all facilities available in Washington for the preparation of their reports for presentation to the Conference. Additional members may be added at the discretion of the Acting Chairmen. The committees are expected to cover the entire scope of their assigned missions. The items for consideration proposed to the various committees are suggestions only and others should be added for inclusion in the reports.

5. Attached hereto is a form to be followed in the preparation of reports.

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OSD REVIEW COMPLETED

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6. Following are the assignments of temporary committees:

I. Temporary Committee A.

Major J. M. White, Acting Chairman  
Captain F. E. Holman  
Major W. M. Connor  
Major L. F. Cranford  
Lt. Col. D. W. Hollaman  
Lt. Col. D. S. Tait  
Colonel Alexander

Mission: Prepare report for coordination of collection of documents by all echelons (Incl. Charts).

Items for Consideration:

1. Methods of indoctrination troops on importance of documents:
  - a. Regulations on subject.
  - b. Souveniring
  - c. Indoctrination film
2. Training of document intelligence personnel for various echelons.
  - a. G-2 - S-2 Personnel
  - b. Language personnel
3. Procedure for transmission and acceleration of flow of documents through intelligence channels.
  - a. Means of transportation
  - b. Assignment of priorities
  - c. Priority concession from ATC

II. Temporary Committee B.

Major Porter Chandler, Acting Chairman  
Lt. Col. W. C. Strecker  
Major W. J. Towell  
Captain C. M. Arensberg  
Lt. Dow Parkes  
Major J. E. Anderton  
Major C. M. Walker

Mission: Prepare report for systematic and complete exploitation of all captured Japanese documents both tactically and strategically (Incl Charts).

Items for Consideration:

1. Exploitation at various subordinate echelons (tactical).
2. Exploitation at theater document sections (tactical and limited strategic).
3. Exploitation at Pacific MIRS (strategic).

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Items for Consideration: (cont'd)

4. Coordination of translation effort.  
(Conservation of language personnel).
  - a. In O and In Detachments.
  - b. Method of communication (written and cable).
  - c. Exchange and coordination of translation projects.
  - d. Report of activity of language personnel.
  - e. Employment language personnel pools.
5. Central library.
  - a. Accession lists.
  - b. Translations.
  - c. Catalogue of documents.
  - d. Cross index.

III. Temporary Committee C.

Major A. R. Haney, Acting Chairman  
Major C. T. Baldwin  
Capt. Pennykamp  
Lt. Col. R. L. Lewis  
Capt. S. N. Olson

Mission: Prepare report on dissemination of extractions and translations from documents as various echelons (Incl Charts).

Items for Consideration:

1. Dissemination from various subordinate echelons.
2. Dissemination from theater document sections.
3. Dissemination from PMIRS.
4. Coordination of dissemination.
5. Priority of transmission.

IV. Temporary Committee D.

Lt. Col. R. E. Spencer, Acting Chairman  
Major E. O. Reischauer  
Mr. Hamasaki

Mission: Prepare report on method for establishing standardization of English and U. S. terminology of Japanese terms (Incl. Charts).

Items for Consideration:

1. Establish means for standardization of conflicting terminology.
2. Coordination of glossaries.

Note: The production of a military dictionary will not be undertaken.

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V Temporary Committee E.

Col. R. H. Sweet, Acting Chairman  
Major L. F. Cranford  
Major C. J. Baldwin,  
Major J. E. Anderton

Mission: Prepare a report to effect full coordination between interrogation and documents. (Incl Charts).

Items for Consideration:

1. Reports of prisoner background data to document sections.
2. Authorization for document personnel to conduct interrogation in special cases.
3. Dissemination of interrogation reports.
4. Acceleration of evacuation of prisoners to rear.

VI Temporary Committee F.

Lt. Col. E. A. Rische, Acting Chairman  
Lt. Col. Gould  
Lt. Col. W. C. Strecker  
Major W. J. Towell

Mission: Prepare report on most effective means of distributing and making available information from documents to authorized agencies in Washington. (Incl Charts).

Items for Consideration:

1. Authorization policy for agencies.
2. Means of communication between PMIRS and agencies.
3. Liaison representation.
4. Technical specialist consultation service to PMIRS.

VII Temporary Committee G.

Major Fred Brown, Acting Chairman  
Colonel L. L. Montague  
Capt. F. E. Holman  
Lt. S. Krieger

Mission: Prepare report on method of exploiting documents at large objectives such as Manila. (Incl Charts).

Items for Consideration:

1. Time factor.
2. Conflicting requirement different agencies.
3. Special document task forces.
4. Documents in other languages.

VIII Temporary Committee H.

Major Perdue, Acting Chairman  
Capt. Bash  
Lt. Col. Tarver  
Major Rannalis  
Major John C. Grille

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Mission: Prepare report covering all aspects of security with respect to captured documents.

Items for Consideration:

1. Handling of signal materials.
2. Protection of source.
3. Protection of language personnel.
4. Press representatives.
5. Protection of originals of important documents (duplication by microfilm and photostat).
6. Review to determine adequacy of regulations.
7. Foreign language classification.
8. General classification of documents.
9. Other considerations.

7. The Document Conference is one of the most important intelligence conferences that has ever been held in Washington. The success of the Conference depends in large measure on the quality of the reports of the temporary committees which will be used as a basis for discussion by the regular committees of the Conference. No effort should be spared to utilize every resource and facility in order that the preliminary reports should be of the very highest caliber.

8. If there are any questions, the Conference Chairman should be consulted at once. For administrative details, see the Executive Chairman.

J. R. Lovell  
12

J. R. LOVELL  
Col. GSC  
Chairman  
Room 2D777 Ext 72189

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Date

SUBJECT:

TO : Chairman of Document Conference.

1. Statement of Problem.

2. Facts.

3. Discussion.

4. Conclusions.

Recommendations.

SIGNATURES OF  
TEMPORARY COMMITTEE MEMBERS

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